

SECTION B. ADMINISTRATION

1. MILSTAMP Maintenance Responsibilities

a. The DoD MILSTAMP System Administrator administers MILSTAMP in accordance with the policy guidance of the DASD (L) TP. The DoD MILSTAMP System Administrator:

(1) Performs analysis and design functions in coordination with the Services /Agencies.

(2) Recommends system improvements and additional policies as required.

(3) Ensures telecommunications involvement during planning.

(4) Resolves issues concerning procedural matters within 90 days after receipt of all comments from DoD Components. When the issues involve a policy or resource determination, the DoD MILSTAMP System Administrator refers them to DASD (L) TP for decision. The referral includes the comments and position of the DoD Components along with recommendations of the System Administrator.

(5) Develops, publishes, and maintains this regulation in a current status. This includes responsibility to:

(a) Evaluate and coordinate change proposals with the Services/Agencies and furnish a copy of all change proposals to the DASD (L) TP .

(b) Disseminate to Services/Agencies and the DASD (L) TP a quarterly status review of all change proposals which have not yet been approved for publication.

(c) Assure compatibility of MILSTAMP procedures with those of the other DLSS and related DoD logistics task groups, prior to final coordination with the Services/Agencies.

(d) Report to the DASD (L) TP the findings and recommendations of evaluations and staff assistance visits along with comments of the effected DoD Components.

(6) Reviews and coordinates with Services/Agencies all requests for system deviations and exemptions and makes recommendations to the DASD(L)TP based on analysis of the justification submitted by the requester.

(7) Establishes and chairs a MILSTAMP Focal Point committee of Service/Agency representatives. This committee participates in the development, implementation, and maintenance of the system. The DoD MILSTAMP System Administrator convenes focal point committee meetings at least quarterly and issues minutes of these meetings. Meeting schedules and agenda items are announced 30 days in advance, when possible. The minutes of these meetings fully document the proceedings and a copy is provided to each Service/Agency by the chairman.

b. Heads of participating Services/Agencies will:

(1) Designate an office of primary responsibility for MILSTAMP to serve as the system focal point and identify by name to the DoD MILSTAMP System Administrator a primary and alternate focal point representative for the MILSTAMP Focal Point committee. The focal point responsibilities are detailed in paragraph B.1.c. (2) .

(2) Provide representation to joint system design and development efforts and onsite evaluations of MILSTAMP.

(3) Assure that all operating activities under their jurisdiction comply with this regulation.

(4) Report to the DoD MILSTAMP System Administrator, through their focal point, those problems, violations, and deviations which arise during system operations.

(5) Develop and maintain TACS in accordance with DoD 4500.32-R, volume II; monitor TAC application by shippers to ensure compliance, and resolve questionable, erroneous, or missing TAC applications within 5 working days of notification by the TOA that a TAC is questionable, erroneous, or missing. Resolution of TAC errors is applicable to CONUS outbound shipments only.

c. MILSTAMP Focal Points:

(1) The following offices have been designated as focal points for MILSTAMP:

DoD MILSTAMP System
Administrator

Director
Defense Logistics Management
Standards Office
ATTN: DLMSO
6301 Little River Turnpike,
Suite 210
Alexandria, VA 22312-3508

Army

Commander
U.S. Army Materiel Command
ATTN : **AMCLG-MT**
5001 Eisenhower Avenue
Alexandria, VA 22333 -000,1

Navy

Commander
Naval Supply Systems Command
ATTN : SUP **44A3**
Washington, DC 20376-5000

Air Force

Commander
Air Force **Materiel** Command
HQS **AFMC/LGTT**
Wright Patterson AFB, OH
45433-5001

Marine Corps

Commandant
U.S. Marine Corps
ATTN : **LFT-1**
Washington, DC 20380-0001

Coast Guard

Commandant
U.S. Coast Guard **Headquarters**
2100 Second Street, SW
ATTN : G-ELM-2
Washington, DC 20593-0001

Air Mobility Command

Commander
Air Mobility Command
ATTN : **XONC**
Scott AFB, IL 62225-5001

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Military Sealift Command

Commander
Military Sealift Command
ATTN : N83
Department of the Navy
Washington, DC 20390-5320

Military Traffic Management
Command

Commander
Military Traffic Management
Command
ATTN: MT-ITD
Falls Church, VA 22041-5050

General Services
Administration

General Services Administration
Office of Federal Supply and
Services
ATTN: **FSD**
Washington, DC 20406

Defense Logistics Agency

Director
Defense Logistics Agency
ATTN: **MMAT**
Cameron Station
Alexandria, VA 22304-6100

United States Transportation
Command

Director
U.S. Transportation Command
ATTN : **TCJ3/4-LPI**
Scott AFB, IL 62225-7001

(2) The Services'/Agencies' focal points:

(a) Serve on the focal point committee. Provide the DoD Component or participating organization position and have the authority to make decisions regarding procedures for implementing approved DoD policy.

(b) Assure continuous liaison with the DoD MILSTAMP System Administrator and other Services/Agencies.

(c) Evaluate all suggested system changes and system-related beneficial -suggestions originating in that Service/Agency. When the suggestion is worthy of adoption, the focal point submits it as a change proposal to the DoD MILSTAMP System Administrator as outlined in paragraph B.2.a. The originating Service/Agency focal point, in accordance with DoDI 5120.16 (reference d), determines awards for those

suggestions which are coordinated as proposed system changes. Suggested changes received directly by the DoD MILSTAMP System Administrator are forwarded to the appropriate focal point for review and evaluation.

(d) Submit recommended change proposals to the DoD MILSTAMP System Administrator in the format prescribed in paragraph B.2.a.

(e) Develop and submit to the DoD MILSTAMP System Administrator a single, coordinated position on all proposed changes within the specified, time (normally 60 days).

2. Administering Changes to the System

a. MILSTAMP Focal Points will submit to the DoD MILSTAMP System Administrator recommended change proposals providing minimum information prescribed by DoD Instruction 4140.60 (reference a) . Proposed changes will contain:

(1) A description of the concept being proposed and reasons for the proposal.

(2) Known interface and impact requirements identifying changes for coordination with other DLSS or non-DLSS logistics systems.

(3) A statement identifying known advantages and disadvantages of the proposed revision.

(4) Proposed wording required for the MILSTAMP regulation.

b. The DoD MILSTAMP Administrator:

(1) Staffs proposed changes.

(a) All proposed changes are evaluated by the Administrator prior to staffing with the Services/Agencies. The evaluation of a proposed change includes, but is not limited to, the necessity, accuracy, validity, and **urgency** of the change. Benefits may be monetary savings and/or improved mission performance. Proposals which do not demonstrate significant -inter-Service/Agency benefit are returned to the originating Service/Agency. Proposals which do demonstrate significant benefits are formalized and forwarded to DASD(L)TP the participating Services/Agencies, and the DoD System Administrators of other DoD systems impacted by

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the proposed change. When applicable, the proposed change includes the information provided in paragraph B.2.a.

(b) PMCLS are consecutively numbered and normally request the Services/Agencies to provide a response within 60 days. The DoD MILSTAMP System Administrator must be notified prior to the due date if it cannot be met. The notification must justify the late response. Responses will indicate the implementation leadtime as requested in the PMCL .

(2) Receives and evaluates Service/Agency responses as outlined in paragraph B.1.a.

(3) Establishes and disseminates implementation dates. Following resolution of the Service/Agency comments as outlined in chapter 1, paragraph B.1.a. (3), the DoD MILSTAMP System Administrator prepares and distributes to the Service/Agency MILSTAMP Focal Points an approved letter indicating the implementation date. An interim change message is provided to implement changes of operational necessity.

c. The DASD (L) TP:

(1) Resolves issues concerning resources, policy, and requests for deviation or exemption from MILSTAMP which are submitted by the DoD MILSTAMP System Administrator.

(2) Directs changes when necessary to implement DoD policy and directs the implementation of urgent changes on a priority basis.

(3) Resolves with Service/Agency Heads matters escalated by the DoD MILSTAMP System Administrator.

3. Publication of the Regulation

a. The regulation consists of two volumes and a unit move appendix.

(1) Volume I contains the published DoD doctrine and establishes responsibilities, instructions, and procedures essential for exchanging transportation data/documentation on shipments moving by the DTS.

(2) Volume II contains instructions and procedures for determining and applying the TAC of the sponsoring Service or Agency.

b. The basic publication consists of chapters, sections, paragraphs, figures, and appendices.

(1) Chapters, Sections, Paragraphs, and Figures:

(a) Each chapter is divided into sections, paragraphs, and subparagraphs. The numbering system identifies the appropriate section followed by the applicable paragraph number in the chapter. Subparagraphs are identified by lower case alphabetic followed by numerics and alphabetic in parentheses and then underlined numerics and alphabetic ics.

(b) Pages and figures are numbered in a separate series for each section within each chapter and are numbered in sequence with Arabic numerals beginning with 1. Each page or figure number is preceded by the number of the chapter and letter of the section, e.g., chapter 2, section A, page 2 is numbered 2-A-2. Chapter 2, section B, figure 6 is numbered 2-B-6. Each figure follows the text of each chapter; e.g., figure 2-B-1 follows the text of chapter 2, section B; figure 3-C-1 follows the text of chapter 3, section C, etc.

(2) Appendices:

(a) Each appendix is divided into paragraphs and subparagraphs. The numbering system identifies the appropriate paragraph number in the appendix. Subparagraphs are identified by lower case alphabetic followed by numerics and alphabetic in parentheses and then underlined numerics and alphabetic ics.

(b) Pages and figures are numbered in a separate series for each appendix. They are numbered in sequence with Arabic numerals beginning with 1. Each page or figure number is preceded by the letter of the appendix, e.g., the second page (or figure) of appendix C is numbered C-2.

c* Publication of Changes:

(1) AMCL and interim changes (IC) are published by the DoD MILSTAMP System Administrator as required. AMCLs are numbered consecutively as AMCL 1, 2," 3, etc. ICs indicate the formal change in which it will be published and are numbered consecutively. For example, ICs for formal change 1 are numbered 1-1, 1-2, 1-3, etc. All ICS remain in effect until incorporated into formal changes to the regulation. ICS are normally distributed by the DoD MILSTAMP System Administrator via AIG 4563 messages to Service/Agency focal points. Each Service/Agency is

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responsible for worldwide distribution of the changes by appropriate means within its own organization.

(2) Formal changes are published twice a year with dates of 1 February and 1 August and incorporate those **AMCLs/ICs** with **implementation** dates prior to the 1 February/1 August publication date. They are numbered consecutively and issued as full page insertions to this regulation. These changes indicate the change number on each page. If the changes alter the normal page number sequence, an explanation is included in the formal change cover letter. Changes are indicated by bold italic type.

d. Supplemental ion. This regulation will not be supplemented by Services/Agencies.